

CIA INTERNAL USE ONLY

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ATTENTION: Personnel Concerned

SUBJECT : The Use of Control Numbers

1. When typing memoranda for the signature of AD/OEL and his office, OEL Numbers will be used. This includes members of the DD/R Support Staff when they sign off with their corresponding titles for OEL. A pink chrono copy of all memoranda will be designated for the OEL/DDR Registry chrono. There will not be a subject copy for the Registry.
2. The same procedure mentioned above applies for ORD. The ORD chrono copy is green. No subject copy for the Registry is needed.
3. When a memorandum is originated for the DD/R and his immediate office, a DDR Number will be used. A subject copy and a yellow chrono is necessary for the DD/R Registry.

DD/R Registry

*DDR Chrono*

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